



# USAID | JORDAN

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72027822R10012

**ISSUANCE DATE:** September 20, 2022

**CLOSING DATE/TIME:** October 03, 2022  
11:59 p.m. Amman local time

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC - Local Compensation Plan)**

Dear Prospective Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Amman Jordan, is seeking applications from qualified individuals to provide personal services under contract as described in this solicitation.

Applications must be in accordance with **Sections I through VIII** of this solicitation. Incomplete or unsigned applications will not be considered. Applicants should retain copies of all application materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID/Jordan to award a Personal Services Contract (PSC) nor does it commit USAID/Jordan to pay any cost incurred in the preparation and submission of the applications.

Any questions must be directed in writing to the Point of Contact specified in point 10 Section I General Information.

Sincerely,

Cynthia Rogers

Digitally signed by Cynthia  
Rogers  
Date: 2022.09.18 15:19:43  
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**Cynthia B. Rogers**  
**Contracting Officer**

## **I. GENERAL INFORMATION**

- 1. SOLICITATION NUMBER:** 72027822R10012
- 2. OPEN TO:** All Interested Jordanian Citizens
- 3. ISSUANCE DATE:** September 20, 2022
- 4. CLOSING DATE/TIME:** October 03, 2022, 11:59 p.m. Amman Local Time
- 5. POSITION TITLE:** Project Management Specialist  
Population and Family Health Office
- 6. PERIOD OF PERFORMANCE:** The contract will be for a base period (between one to three years) and based on the Agency needs, the Contracting Officer may exercise (an) additional option period(s). If the U.S. Government exercises this option, the total duration of this contract, including the exercise of any options, shall not exceed five (5) years. Employment under this contract is of a continuing nature. The duration of the contract is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply.
- 7. MARKET VALUE (SALARY PER ANNUM):** **JOD 29,426 – JOD 48,549** Equivalent to **Grade FSN-11**  
*In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Jordan. Final compensation will be negotiated within the listed market value (Salary).*
- 8. PLACE OF PERFORMANCE:** Amman, Jordan
- 9. SECURITY LEVEL REQUIRED:** Facilities Access/Employment Authorization
- 10. POINT OF CONTACT:** All questions should be directed to:  
[ammanresumesusaid@usaid.gov](mailto:ammanresumesusaid@usaid.gov)

## **11. STATEMENT OF DUTIES:**

USAID/Jordan has an immediate vacancy for a Project Management Specialist at the Population and Family Health (PFH) Office. The work schedule is 40 hours per week and the workweek is Sunday-Thursday.

The COVID-19 pandemic has caused an unprecedented public health, social, and economic crisis globally. While USAID programs have continued since the inception of the outbreak, COVID-19 has resulted in dramatic backsliding of key public health indicators and have set countries years behind in progress. The incumbent serves as a technical leader and resource in strategic planning, program and activity design, budgeting, implementation, monitoring, and evaluation of Global pandemics and other public health programs/projects/activities. The incumbent serves as the in-house subject matter leader on COVID-19 and outbreaks/pandemic threats, including transmission pathways, diagnostics, case management, community interventions/prevention measures, and data analytics and research. Serves as the in-house subject matter leader on outbreaks/pandemic threats such as COVID-19, including community interventions/prevention

measures; antimicrobial resistance; commodity forecasting; and data analytics and research. S/he will also serve as the primary professional on matters of specialized medical equipment procurement, especially for USAID-financed construction activities, and advise the mission's engineering to staff on engagement with key health interlocutors to facilitate the smooth implementation of these health infrastructure initiatives. After witnessing the portfolio-wide impacts of the COVID-19 pandemic, the PFH team recognized the need for a pandemic-focused team member.

The incumbent serves as a key resource to the Mission and US Government (USG) representative in policy, strategic, and technical engagements with the cooperating country Ministry of Health (MOH) and other ministries engaged in outbreak response, U.S. Government (USG) interagency, international, and bilateral organizations, development partners and donor agencies to address technical issues and coordinate efforts in implementation of COVID-19 prevention, detection, and response activities. In addition, the incumbent serves as a Contracting/Agreement Officer's Representative (COR/AOR), Alternate COR/AOR, providing technical assistance to the appropriate cooperating country Ministry in the development of national policies, and the design and management of in-country programs/projects/activities, reflecting best practices in pandemic threat response. The incumbent works with the cooperating country government officials and other donors and development partners to ensure a well-coordinated approach to COVID-19 response efforts/interventions.

The incumbent is a key member of the Population and Family Health (PFH). The incumbent reports to the PFH Deputy Office Director and has no formal supervisory responsibility.

### **Major Duties and Responsibilities:**

#### **Program/Project Management:**

- Serve as a COR/AOR for COVID-19 programs/projects/activities, and for medical equipment procurement, providing financial and programmatic oversight to ensure contracts and grants achieve anticipated results, and are linked to and enhance attainment of the Health Office, Mission, and USG objectives.
- Conduct site visits as required in order to monitor progress, and to provide technical and programmatic recommendations to ensure effectiveness, efficiency, and judicious use of U.S. Government (USG) funding.
- Participate in the design of project mechanisms and activities to prevent, detect, and respond to COVID-19 and other pandemic threats.
- Medical equipment procurement and other public health programs/projects/activities, providing financial and programmatic oversight to ensure contracts and grants achieve anticipated results, and are linked to and enhance attainment of the PFH Office, Mission, and USG objectives.
- Participate in the design of project mechanisms and activities in the areas of health infrastructure, medical equipment, emerging infectious diseases, and public health.

#### **Technical and Strategic Leadership:**

- Serve as a senior-level technical resource on COVID-19 prevention, detection, and response, providing high level technical guidance to the Mission, the cooperating country Government, and other development partners.
- Provide strategic and technical guidance and input on COVID-19 response activities and ensure that activities are appropriately integrated with Health Office and larger Mission activities.
- Provide technical assistance and oversight to implementing partners to ensure that the COVID-19 activities are carried out in alignment with approved work plans, Health Office and USAID Mission guidance and priorities.

- Represent USAID at designated senior-level national, regional, and international meetings that relate to health infrastructure/specialized medical equipment procurement and pandemic and infectious disease policy, including regular participation in national level technical working groups, emergency operations committees, professional associations, and related committees.
- Stay abreast of state-of-the-art knowledge on programming and coordinates exchanges and sharing of best practices among USAID, USG, and other stakeholders to track evolving COVID-19 data, case management techniques, and vaccine roll out to strengthen COVID-19 response approaches. Advise accordingly on how these policies and strategies can most effectively be incorporated to enhance USAID's approaches.
- In collaboration with Monitoring, Evaluation and Learning colleagues participate in the implementation of the monitoring and evaluation approaches and tools to support measuring the impact and outcomes of COVID-19 activities. Promote culture of learning and use of data for improved program performance.
- Provide technical guidance in the preparation of key annual and mid-term planning and reporting documents including the Operational Plan, Congressional Budget Justifications, Technical Notifications, Quarterly, Semi-Annual and Annual Progress Reports and other ad hoc requests for information.
- Provide technical guidance and leadership for all COVID-19-related reporting requirements.
- Identify short-term technical assistance (STTA) and ensure that objectives and outcomes of the STTA are consistent with and support the furtherance of the Mission COVID-19 and pandemic threat response portfolio.
- Organize site visits and prepare orientation materials for delegations from USAID Headquarters (HQ), Department of State, other agencies, and Congress.
- Contribute subject matter expertise in the areas of medical equipment procurement, commodity forecasting, and health infrastructure.

### **Representation and Reporting:**

- Represent USAID at designated national, regional, and international meetings that relate to COVID-19, including regular participation in national level technical working groups, emergency operations committees, professional associations, and related committees. The incumbent engages with senior-level leaders at the Ministry of Health (MOH), The National Center for Security and Crisis Management (NCSCM), Royal Medical Services (RMS), Ministry of Public Works and Housing.
- As a member of the health Team, respond flexibly and capably to a wide range of work-related requirements including responding to requests for information from the Mission Director, the Embassy, USAID/Washington, and Congress.
- As requested by the Mission Director, Population and Family Health Office Director and/or Deputy Director, represent USAID at meetings outside of the COVID-19/pandemic threat field when needed.
- Establish strategic working relationships with senior MOH and other relevant ministry officials at the national and district level, development partners, civil society organizations, faith-based organizations, private sector health counterparts, and professional associations to enhance regular and timely sharing of information on issues related to strategic planning and direction, private sector engagement, changes in key policies, and legal and regulatory environments that could affect the implementation of USAID programs.

### ***Supervisory Relationship***

The incumbent will report to the Deputy Director of the PFH Office and/or his/her designee. S/he is expected to work independently in carrying out responsibilities.

### ***Supervisory Controls***

Supervision of other staff is not contemplated.

### ***Other significant Factors***

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

## **12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

## **13. AREA OF CONSIDERATION**

To meet basic eligibility requirements, the applicant must be a Jordanian Citizen and must submit a complete application as outlined in the section titled APPLYING. The applicant must have a valid medical and security clearances.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

Applications will be initially screened for eligibility in accordance with the qualification criteria below. Applicants must address each criterion in their application to meet the below minimum qualifications for this position.

- a. **Education:** Master's degree in Public Health, International Development, Health, Social or Behavioral Sciences, Epidemiology, Biology, Infectious Disease, Medicine, Pharmacy, or Pandemic Threats is required. **Supporting documentation (i.e., copy of master's degree must be included in the application for eligibility purposes).**
- b. **Prior Work Experience:** A minimum of five (5) years of progressively responsible experience in the field of public health programming in developing or middle-income countries. Experience with a focus on pandemic threats or infectious diseases is required. Prior experience working with or for bilateral or multilateral donors/stakeholders or national-level public sector projects and ensuring compliance with U.S. Government rules and regulations.
- c. **Language Proficiency:** Level IV (fluent) English and Arabic proficiency for both oral and written communication is required. At Level IV, an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. A minimum score of 785 on the TOEIC exam (Listening & Reading components only) or 590 is for the TOEFL ITP exam or 96 for the TOEFL iBT are acceptable. Examination scores must have been recorded within the last six months; or else, candidate will be tested again.
- d. **Skills and abilities:** The incumbent must possess strong technical and analytical skills in infectious disease prevention, detection, and outbreaks/pandemic threat response. The incumbent must possess strong skills in communication, advocacy, and networking. S/he must have strong conceptual and analytical skills to be able to quickly grasp and translate new concepts into operational plans and results. This position requires an outstanding ability to exercise flexibility to

be able to accept and react to evolving planning and implementation contexts. The incumbent must demonstrate excellent computer skills including skills with Microsoft Office, web-based databases, and electronic filing. S/he exercises individual judgement in his/her roles. S/he takes initiative and offers leadership in reviewing the progress of programs and projects under his/her responsibility, including performance reports, pipeline management, program implementation reviews, as well as fulfilling other USAID and USG reporting requirements. S/he demonstrates timely decision-making ability and extensive judgment in planning and carrying out tasks, using diplomacy and tact. S/he must also possess demonstrated skills in supporting the implementation of programs related to health infrastructure and/or medical equipment procurement.

### **III. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with applicants in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of applicants with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of applications that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of applicants in the competitive range to the greatest number that will permit an efficient competition among the most highly rated applications. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Applicants who do not meet the minimum education and experience requirement will not be contacted. Applicants who meet the minimum education and experience requirement will be further evaluated based on the evaluation criteria mentioned below:

- a. Prior work experience 40%
- b. Language Proficiency 20%
- c. Skills and abilities 40%

At each step of the process, the Contracting Officer may establish a competitive range. Only top-ranked applicants will be given an English test (TOEIC). Applicants with passing TOEIC scores may be further assessed and only top-ranked applicants may be given a written skills technical test, to further assess the candidates' qualifications of any of the evaluation criteria listed above as well as written English skills. Testing will be conducted in Amman, Jordan. Only the top-ranked applicants from the written skills test will be invited for an interview. USAID/Jordan Human Resources Office will conduct reference checks on top-ranked applicants. USAID/Jordan may use reference information obtained from other than the sources identified by the applicant and solicit additional information from references provided if the Contracting Officer finds the existing information to be insufficient for evaluating an applicant's performance.

USAID will screen for nepotism/conflict of interest in determining successful candidacy. Internal employees must have completed 52 weeks of employment in their current position before being eligible to apply. If an internal employee's Human Resources Officer approved a waiver, the waiver must be included in the application package for eligibility purposes.

#### **IV. SUBMITTING AN APPLICATION (APPLYING)**

To ensure consideration of application for the intended position, applicants must prominently reference the solicitation number in the application submission. Eligible applicants are required to complete and submit the following as a complete application package:

- a. A current curriculum vitae. \*
- b. Copy of the Jordanian National ID and/or Jordanian Passport. \*
- c. Copies of educational certification for eligibility purposes (English or Arabic). \*
- d. Per Government of Jordan - Defense Order number 35, COVID-19 Vaccination Proof. \*
- e. Filled and signed Universal Application for Employment (DS-0174).

**\*Failure to submit items a through e will mark your package incomplete and will eliminate your application from the recruitment process even if you were qualified.**

Applications must be received by the closing date and time specified in Section I, item 4, and submitted to the [ammanresumesusaid@usaid.gov](mailto:ammanresumesusaid@usaid.gov). Application forms can be accessed from the Embassy website: <https://jo.usembassy.gov/embassy/jobs/>

#### **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

Once the Contracting Officer (CO) or his/her designee informs the successful applicant about being selected for a contract award, the CO or his/her designee will provide the successful applicant with instructions on how to complete and submit the required documents related to mandatory medical and security clearances.

Failure of the selected applicant to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked applicant.

#### **VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a CCNPSC is normally authorized the following benefits and allowances:

- Basic Salary within the advertised market value
- Transportation & Miscellaneous Allowances
- 13<sup>th</sup> & 14<sup>th</sup> Month Bonuses
- Subscription to the Jordanian Social Security
- Subscription to the Mission's Provident Fund Program
- Medical Insurance (Employee & Family)
- Life Insurance (Employee only)

Funds for Social Security, retirement, pension, vacation, or other cooperating country programs as required by local law shall be deducted and withheld in accordance with laws and regulations and rulings of the cooperating country or any agreement concerning such withholding entered into between the cooperating government and the United States Government.

## **VII. Taxes**

Based on Department of State policies and regulations, the U.S. Mission cannot withhold income tax deductions for Jordanian Locally Employed Staff. LE Staff employees are obliged to observe the laws and regulations of the Jordanian Government. Employees are encouraged to file their income tax in a timely manner.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCN and TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts with a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at <https://www.usaid.gov/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Cooperating Country National Personal Services Contracts (CCNPSC) available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.
5. **PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information:

<https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov)